

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Oregon State Office
7620 S.W. Mohawk Street
Tualatin, OR 97062-8121

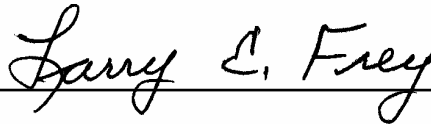
**Oregon Notice
GEN-118**

For: County Offices

FY '05 Outlook and Farm Business Plan (FBP) Update Meeting

Approved By: State Executive Director

LEF:LEV:lv



1 Overview

A Background

Both a new Fiscal Year and calendar year are upon us, and our FY '05 Farm Loan Program allocations will soon be distributed as a result of the Omnibus Appropriations Bill being signed into law. We also have 6 months of practical experience with FSA's new web-based FBP system behind us. This is an opportune time to review the accomplishments that have been made, and plan for the remainder of the fiscal years' activities. It is also a good time to take a look at what we have learned in using the FBP system so far, and discuss ways of assuring that we are populating the system with uniform and meaningful data.

B Purpose

The purpose of this Oregon Notice is to:

- announce an FY '05 Outlook and FBP Update Meeting for FSA employees with, or working toward, loan approval authority
- specify the meeting date, location, and names of employees scheduled to attend
- provide all employees with the accommodation statement required by Subparagraph 76 C of FSA Handbook 31-PM.

C Contact

Direct questions concerning this Oregon Notice to Lynn Voigt, Bob Perry, Peter Halvorson, or Tami Hiltz in the State Office.

Disposal

February 1, 2005

01-04-05

Distribution

STO, DD, COR, COC, COF - Including Farm Loan Programs

Oregon Notice GEN-118

2 Meeting Information

A Meeting Time and Location

The FY '05 Outlook and FBP Update Meeting will be held in the Conference Room at the Oregon State FSA Office in Tualatin, OR at the address shown below.

Oregon State FSA Office
7620 SW Mohawk Street
Tualatin, OR 97062-8121

The session will begin promptly at 8:00 am on Tuesday, January 11, 2005, and finish on Wednesday, January 12, 2005 at approximately 4:30 pm.

Note: Participants that have been assigned laptop computers are asked to bring them to the training session. Participants that can arrive at the State Office with their laptops prior to close of business on Monday, January 10, are asked to please do so. This will enable the Information Technology staff to get a head start on connecting the laptops to the training site network.

B Attendance

This meeting is intended for all DDs, FLMs, FLOs, FLOTs, and CEDs that have, or are working toward, FLP loan approval authority. The COR is also encouraged to attend. Sharon Kinnison, the Farm Loan Chief in Arizona, will also be our guest during the meeting.

Exhibit 1 of this Oregon Notice provides a listing of the FSA employees expected to attend this meeting.

C Lodging Accommodations

A block of rooms has been set aside for participants at the Comfort Inn and Suites, located approximately one block North of the Oregon State FSA Office. The address and contact information for the motel is shown below.

Comfort Inn and Suites
7640 SW Warm Springs Street
Tualatin, OR 97062

Phone: (503) 612-9952

The lodging rate for the USDA-FSA block of rooms is \$69.00 (plus 8% lodging tax which can be claimed as a miscellaneous expense). Participants whose official duty station is outside a 35-mile radius of the training site should call the hotel directly at (503) 612-9952, before January 7, 2005 and make their room reservation from the block of rooms being held under the name of USDA-FSA.

2 Meeting Information (Continued)

D Per Diem

The meeting has been scheduled to minimize the need for the payment of overtime. Monday, January 10, 2005 and Thursday, January 13, 2005, however, will be travel days for some participants.

Per diem for overnight lodging accommodations the evening before the scheduled training, and evening after the scheduled training, is authorized for those participants whose official duty station is 60 miles or more away from the designated training site.

Per diem for overnight lodging accommodations the evenings of Tuesday, January 11, 2005 and Wednesday, January 12, 2005 is authorized for those participants whose official duty station is outside a 35-mile radius of the designated training site. The maximum per diem rate for this meeting is \$69.00 for lodging plus \$43.00 for M&IE, for a total per diem rate of \$112.00 per day.

Participants needing overnight lodging accommodations need to make every effort to travel during normal duty hours.

E Mileage

Government vehicles should be used for travel when available. Mileage is authorized for all training participants. Carpooling is encouraged.

F Overtime

Overtime is authorized for any Non-Exempt employees authorized to attend this meeting. Time spent in travel from the participant's official duty station to the training site that falls outside the participant's normal duty hours, and time spent in the meeting that falls outside the participant's normal duty hours, may be considered for overtime pay. Overtime costs for Federal employees will be covered by Washington controlled funds, and overtime costs for Non-Federal employees will be covered by County controlled funds.

3 Action

A Participant Action

All participants need to bring the following equipment or materials with them to the meeting site:

- pen or pencil to take notes with
- paper to take notes on
- Farm Business Plan System FSA User Handbook
- ID and password used to access the web-based Farm Business Plan system
- laptop computer, if one has been assigned.

Note: Participants that have been assigned laptop computers and can report to the training site before the close of business the afternoon before the meeting are encouraged to do so, so that their laptop computers can be connected to the training site network.

C Accommodation Statement

Persons with disabilities who require accommodation to attend or participate in this training should contact Marjorie Cooker, Administrative Specialist, at (503) 692-1973, extension 232, [TDD (202) 720-2600 at the USDA's TARGET Center or through the Federal Relay Service at 1-800-877-8339], or by e-mail at Marjorie.Crooker@or.usda.gov, by Friday, January 7, 2005.

Meeting Participants

FY '05 Overview and Farm Business Plan (FBP) Update Meeting

January 11 – 12, 2005

Conference Room Farm Service Agency Oregon State FSA Office 7620 SW Mohawk Street Tualatin, OR 97062-8121		
Name	Title	Service Center Name
Charles Newhouse	District Director	Umatilla Service Center
Jon Mills	Farm Loan Manager	Malheur Service Center
Maria Lopez	Farm Loan Officer	Malheur Service Center
Patty Dadey	Farm Loan Officer	Harney Service Center
Dax Borgaard	Farm Loan Officer Trainee	Harney Service Center
Nathan Wilson	Farm Loan Officer	Baker Service Center
Kevin Jordan	Farm Loan Manager	Umatilla Service Center
Virginia Lundberg	Farm Loan Officer	Umatilla Service Center
Jared Lathrop	Farm Loan Officer Trainee	Umatilla Service Center
Rick Block	District Director	Polk Service Center
Merle Blackburn	Farm Loan Manager	Wasco Service Center
Karen Bloomdahl	Farm Loan Officer	Wasco Service Center
Nancy Thompson	Farm Loan Manager	Washington Service Center
Suzanne Hayes	Farm Loan Officer	Washington Service Center
Sharilyn Hice	Farm Loan Manager	Marion Service Center
Kathey Naegeli	Farm Loan Officer	Marion Service Center
Harvey Bush	District Director	Klamath Service Center
Pat Joerger	Farm Loan Manager	Tangent Service Center
Donna Sprengle	Farm Loan Officer	Tangent Service Center
Katie Hennessy	Farm Loan Officer Trainee	Tangent Service Center
Dorothy Scull	Farm Loan Officer	Klamath Service Center
Marti Hamilton	County Executive Director	Lake Service Center
Dan Mast	Farm Loan Manager	Coos Service Center
Pam Davis	County Executive Director	Douglas Service Center
Chris Kirby	Farm Loan Officer Trainee	Douglas Service Center
Tim Gray	County Office Reviewer	Oregon State Office